



## Memorandum

**To:** Justice Information Board Members and Designees

**From:** Brian LeDuc, Program Director

**Date:** 5/12/2004

**Re:** Report of the Program Director – April 21—May 18, 2004

---

### **Proof of Concept Update**

The first JIN Proof of Concept project, a collaborative effort to share and update stolen vehicle information among the King County Regional Automation Network (RAIN), [the Law Enforcement Support Agency \(LESA\)](#), and the [Washington State Patrol](#), is now live. We will have access to the system for 90 days, although access is limited, for security reasons, to a very small set of users.

We have completed a series of six technology roundtables. The April 16 session, on XML structures and standards, is available on the JIN web site.

The second proof of concept, an exchange of failure-to-appear information among Seattle Municipal Court, AOC and DOL, is now underway. We have conducted a design review with DIS, and Online Business Systems has begun development efforts. The project is scheduled to go live in June.

### **Summary Offender Profile**

The servers have been installed and are working in the DIS data center. Templar, the system developer, has completed installation and is now engaged in testing. A kickoff meeting for the pilot deployment (Thurston and Douglas Counties) was held on May 12. An update will be provided at the May 18 Board meeting (See Attachment 1).

### **Federal Grants for Integrated Justice**

As the Board directed at the April meeting, the Chair submitted a letter to Marty Brown informing him of its recommendations for FY 2004 Byrne and NCHIP funding. A copy of the letter is provided at Attachment 2.

### **Digital Certificates**

At the May meeting, the chair mentioned an emerging issue regarding the use of digital certificates. Subsequently, I circulated a letter from the Thurston County Department of Communications (CAPCOM) on the subject. The Response from DOC and DOL is included as Attachment 3 to this report.

### **RCW Renumbering**

Over the last few months I have been working with representatives of the AOC, SGC, WAPA and WSP on identifying the viability and format of a collaborative update to the various charge manuals maintained by each entity. After agreeing on the desirability of such an effort, I engaged a contract attorney to do the work, which was completed this week and has now been posted to the JIN website.

It was the consensus of the group that this model has benefit, and that responsibilities for future updates should be vested in the Program Office.

## **Budget and Planning**

As the Board directed, I have been working on a decision package for the 2005 biennium (Attachment 4). The proposed budget, which is laid out below, envisions contracting for the services provided by the Program Office and not adding any additional staff.

### **Budget Projection for 05-07 Biennium**

	<b>FY06</b>	<b>FY07</b>	<b>Total</b>
<b>Operating Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Operating Expenses</u></b>			
Salary & Benefits (Program Dir.)	104,000	104,000	208,000
Overhead	41,000	41,000	82,000
Travel Expenses (Program Office)	2,400	2,400	4,800
Travel Expenses (Board Meetings)	6,000	6,000	12,000
Summary Offender Profile Hosting	175,000	175,000	350,000
Personal Service Contracts*	469,800	469,800	939,600
<b>TOTAL OPERATING EXPENSES</b>	<b>798,200</b>	<b>798,200</b>	<b>1,596,400</b>
<b><u>Projects</u></b>			
6 data exchanges (\$75,000 each)**	450,000	450,000	900,000
Hardware	100,000	100,000	200,000
Software	250,000	250,000	500,000
Customer Support (SafeHarbor)	35,000		35,000
<b>TOTAL PROJECTS</b>	<b>835,000</b>	<b>800,000</b>	<b>1,635,000</b>
<b>Profit/(Loss)</b>	<b>(1,633,200)</b>	<b>(1,598,200)</b>	<b>(3,231,400)</b>

### **\*JIN Personal Service Contract Estimates**

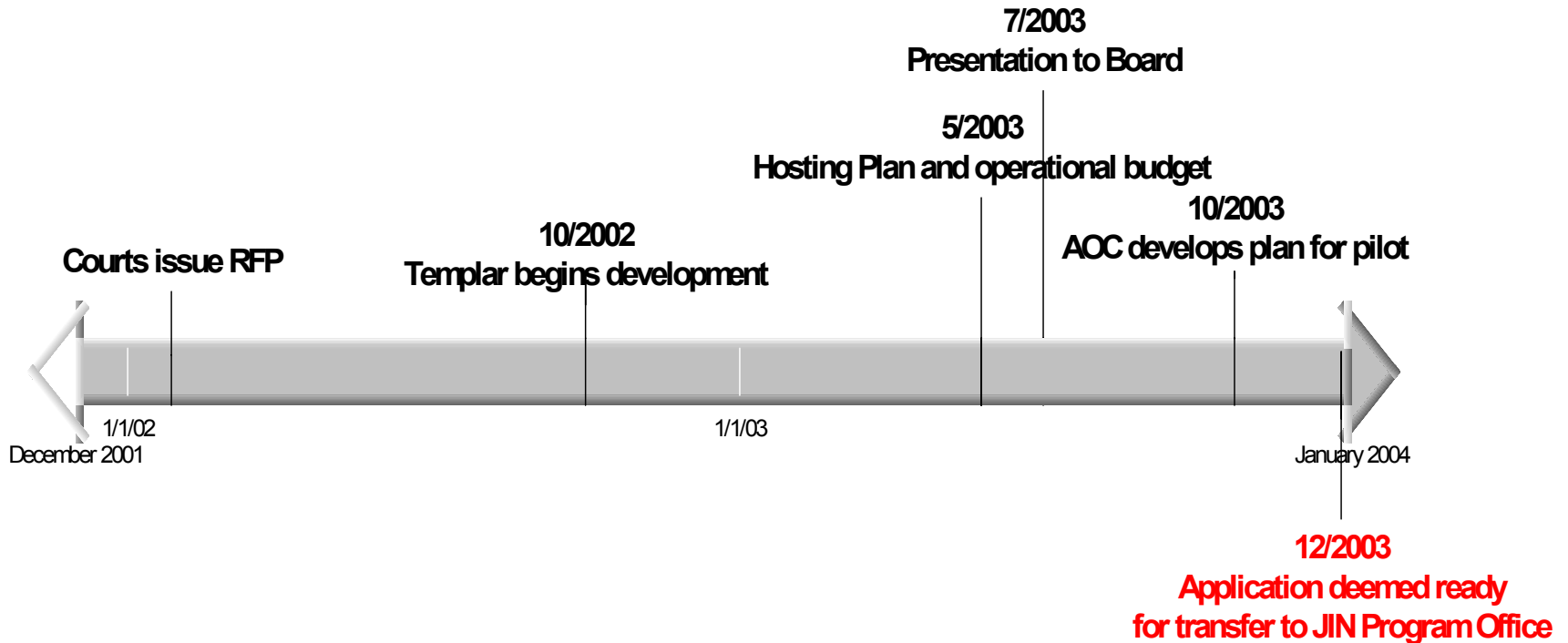
<b>Role</b>	<b>Commitment</b>	<b>Annual Cost*</b>
Enterprise Architect	0.3	\$62,640
Business Manager	0.25	\$52,200
Project Manager	0.25	\$52,200
Communications	0.5	\$104,400
Procurement/Legal	0.1	\$20,880
Finance	0.1	\$20,880
Grants	0.2	\$41,760
Administrative Support	0.3	\$62,640
Technical Support	0.25	\$52,200
<b>TOTAL</b>	2.25	\$469,800

\*Estimates based on \$100/hour, 174 hours/month

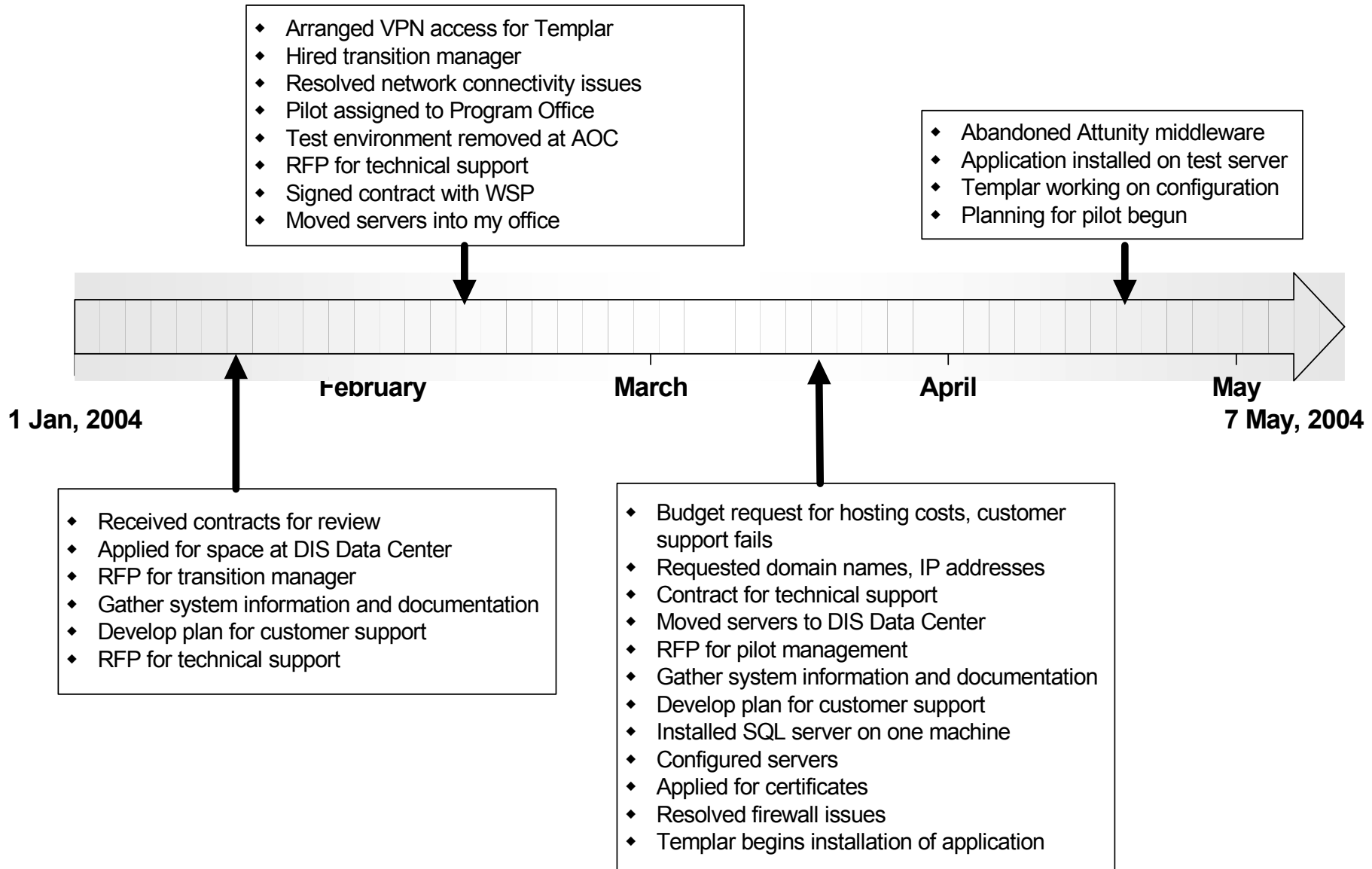
### **Strategic Plan**

The September 2004 report is envisioned as a companion to the Decision Package—a blueprint describing how the requested resources will be used. In summary, it describes a network that builds on existing infrastructure to provide information to systems and users in the justice community. A preliminary draft of the report is provided at Attachment 5.

## Summary Offender Profile Development Timeline



# Summary Offender Profile 2004 Timeline





[www.jin.wa.gov/](http://www.jin.wa.gov/)

ATTACHMENT 2

Justice Information Network  
1110 Jefferson St. SE  
Olympia, WA 98504-2445

BY ELECTRONIC AND REGULAR MAIL

April 26, 2004

Marty Brown  
Director, Office of Financial Management  
Box 43113  
Olympia, WA 98504-3113

Re: FY 2004 Byrne and NCHIP Funding

RCW §10.98.230 gives the Integrated Justice Information Board ("the Board") the power and duty to:

Pursue, develop, and coordinate grants and other funding opportunities for state and local justice information projects that will expand or enhance the sharing and integrated delivery of statewide justice information

In keeping with this mission, the Board established a subcommittee to evaluate proposals for the FY 2004 Byrne<sup>1</sup> and NCHIP<sup>2</sup> programs. The members of that subcommittee are:

- Garry Austin (OFM Designee)
- Deputy Chief Paul Beckley (WSP Designee)
- Everett Billingslea (Governor's appointee)
- Deputy Chief Pat Lee (WASPC Designee)

Working with the subcommittee, Brian LeDuc, the Justice Information Network Program Director, developed an application process and solicited proposals for funding. Seven proposals were received. A summary of the applications is set out below:

Summary of Proposals for Byrne and NCHIP Funding, FY 2004		
Applicant	Proposal	Cost
AOC	Implement Judgment and Sentencing prototype in 16 courts.	\$660,000
JIN Program Office	Develop and design network and security architecture for justice information sharing.	\$550,000
King County Sheriff	Configure agencies involved in RAIN pilot for production; Add remaining sites to production environment.	\$1,026,862
Washington State Patrol	Develop capability to electronically receive and process fingerprints from DOC.	\$100,000
Washington State Patrol	Develop capability to electronically receive and process disposition data for complex records from AOC.	\$300,000
Washington State Patrol	Replace live scan machines in 4 counties	\$115,000
Washington State Patrol	Develop capability to process sex and kidnapping offender photos electronically.	\$150,000
<b>TOTAL REQUESTS</b>		<b>\$3,056,862.00</b>

<sup>1</sup> The 5% set aside under the Byrne program for criminal history records improvement.

<sup>2</sup> The National Criminal History Improvement Program (<http://www.ojp.usdoj.gov/bjs/pub/pdf/nchip04.pdf>)

The Subcommittee's met on April 16 to discuss these proposals, and arrived at the following recommendations, which were presented to the Board at its April 20 meeting.<sup>3</sup>

**FY 2004 Grants Subcommittee Recommendations**

<b>Program</b>	<b>Available funds</b>			
Byrne	\$642,500			
NCHIIP	656,000			
TOTAL	\$1,298,500			
Less Administration Costs (OFM)	\$115,000			
<b>TOTAL AVAILABLE</b>	<b>\$1,183,500</b>			
<b>Project Priorities</b>				
	<b>Rank</b>	<b>Project</b>	<b>Lead</b>	<b>Requested</b>
				<b>Recommended</b>
	1	JIN Technical Architecture	JPO	\$550,000
	2	Disposition Transfer	WSP	\$300,000
	3	Sex Offender photos	WSP	\$150,000
	4	Judgment & Sentencing	AOC	\$660,000
	5	Electronic fingerprints from DOC	WSP	\$100,000
	6	Livescan in 4 counties	WSP	\$115,000
		<b>TOTAL RECOMMENDED</b>		<b>\$1,183,500</b>

The Board unanimously endorsed these recommendations and directed me, as presiding chair, to forward them to you, consistent with your agency's role as the State Administering Authority for these programs.

I am confident that the priorities established by the Board well serve our mission of improving public safety by providing criminal justice practitioners with complete, timely and accurate information, and to improve operating efficiency by facilitating the integration of disparate systems throughout the state. I also believe that the measurable progress made by the Board and the JIN Program Office over the last year have laid the foundation for needed and substantial improvements to integrated justice in the coming biennium.

Please do not hesitate to contact me if you have any questions in this matter or regarding any of the other projects we are currently pursuing.

Sincerely,

Stuart McKee  
Chair, Integrated Justice Information Board

cc: Integrated Justice Board Members

Tom Fitzsimmons, Chief of Staff

Information Services Board Members

<sup>3</sup> At the April 16 meeting, the King County Sheriff's Office withdrew its application.



**ATTACHMENT 3**



**STATE OF WASHINGTON**

*Olympia, Washington 98504-2445*

May 4, 2004

Mr. James C. Quackenbush, Director  
Thurston County  
Department of Communications

Mr. John Darby, CAPCOM  
Administration Board Chair  
City of Lacey, Councilman  
2703 Pacific Avenue SE, Suite A  
Olympia, Washington 98501-2036

Dear Mr. Quackenbush and Mr. Darby:

Thank you for your correspondence concerning the operational aspects of the Driver and Plate Search system (DAPS) that provides law enforcement with Internet access to vehicle and driver data.

The Department of Licensing (DOL) and the Department of Information Services (DIS) concur that privacy is indeed a serious issue. We share your concerns about identity theft; both for the individuals who may be required to provide the personal information required to obtain a digital certificate, as well as the large number of citizens whose personal information is made available through the use of this powerful new application.

It is our belief that the best way to protect both the citizen and individual members of the public safety and law enforcement communities is to ensure that the individuals requesting access to the driver and plate information really are who they claim to be. In this way, citizens can be assured that only authorized personnel are granted access to their data, and members of the law enforcement community can be certain that an electronic credential (digital certificate) is not issued to someone posing as them.

Mr. James Quackenbush  
Mr. John Darby  
May 4, 2004

In accordance with the Governor's Executive Order on protecting our citizens' privacy, and consistent with outside security risk assessment recommendations to strengthen the agency's authentication practices, DOL is requiring the use of digital certificates for remote Internet access to sensitive data by individual users. This authentication method requires "two-factor" authentication--what you have (a digital certificate), and what you know (the pass phrase for the certificate), before access to the data will be granted. As you are aware, the process also requires that an applicant provide certain personal information which is required to be verified by a Certification Authority before the certificate will be issued.

In this case, the Certification Authority, Digital Signature Trust, LLC (DST), is a private firm that has been licensed by the state to operate in accordance with very rigorous processes and controls. As a licensed, regulated entity, DST must comply with Washington law RCW 19.34 and operate under the rules set forth in chapter 434-180 of the Washington Administrative Code. DST must subject its employees, procedures and security environment to a rigorous audit on an annual basis, and is subject to fines, penalties or business closure for failure to comply. Further, they are required to employ state-certified "Operative Personnel" who must undergo criminal background checks by the Washington State Patrol or other law enforcement agency. Personal information collected by DST will not be sold or disclosed in any manner to any person without prior express written consent of the individual holding the digital certificate.

Further protections to personal information are provided by the State of Washington Certificate Policy and State master contract that require, among other things, that DST have a \$10 million insurance policy in place for up to six years after the termination of the contract to ensure that loss of personal information is covered. As a result, rather than just another commercial enterprise, DST is essentially viewed as a trusted agent of the State. Furthermore, because DST collects personal information only, in the unlikely event their database should ever be breached, there would be no way for a perpetrator to selectively harvest personal information based on employment or profession (e.g., law enforcement).

The process Washington uses was drafted and approved by the community of state agencies in 1999, and has been in place on a full-scale production basis since 2000. Currently over 30 state applications rely on digital certificates and this identity verification process to protect their most valuable data. Federal government agencies also rely on the same firm (DST) and same information collection process to ensure that their most confidential information is protected. To our knowledge, no personal information has ever been compromised by this company or through this process.

DAPS is designed to use the Internet as a communication medium, and it is imperative that users of this application are authenticated properly so we do not put the entire state population at risk for identity theft. The security approach we have chosen is consistent with the state's information technology security policy which is intended to ensure that only authorized individuals are able to access the sensitive data contained within the DAPS system.

Mr. James Quackenbush  
Mr. John Darby  
May 4, 2004

There is some confusion in your letter over what information the general public can request from DOL for a \$10 fee. Access to personal information is not available to the general public from DOL for \$10. Customers can contract with DOL for Vehicle or Driver data for a fee, however each contract has stringent privacy and confidentiality clauses.

The department will continue to provide existing law enforcement lookups (plate/vin/tab and drivers license). Procedures are being modified only for compound query requests sent to the DOL communications section after 5pm beginning June 1, 2004. Further details on the procedure changes will be communicated to the law enforcement community this month to avoid any misunderstanding.

We appreciate the work you do and we are committed to providing services in the most secure, cost effective manner possible. We are eager to engage the public safety and law enforcement communities in discussions on how electronic services can be delivered most effectively in the future, and believe that electronic credentialing may be a central component of a fully integrated law enforcement and vehicle data access system. To this end, we look forward to initiating longer-term discussions with members of the greater community to determine how this might be achieved.

Thanks again for expressing your concerns regarding this very vital project.

Sincerely,



---

Fred Stephens, Director  
Department of Licensing

---

Stuart McKee, Director  
Department of Information Services

FS: SM:bk

cc: The Honorable Brad Owens, Lieutenant Governor  
Nancy Kelly, Assistant Director for Vehicle Services  
Bill Kehoe, Chief Information Officer

## ATTACHMENT 4

### State of Washington

#### Decision Package

**Applicant:** Integrated Justice Information Board  
**Decision Package Title:** Justice Information Network Program Office

---

**Budget Period:** July 2005- June 2007

#### Recommendation Summary Text:

Establishing a Program Office to support the Integrated Justice Information Board (hereinafter "The Board") in developing and implementing a plan for statewide justice integration.

#### Fiscal Detail

<b><u>Operating Expenditures</u></b>	<b><u>FY 2005</u></b>	<b><u>FY 2006</u></b>	<b><u>Total</u></b>
	<b>\$1,633,200</b>	<b>\$1,598,200</b>	<b>\$3,231,400</b>
<b><u>Staffing</u></b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

#### Revenue Detail

#### Package Description

The Justice Information Network (JIN) Act (Chapter 104, Laws of 2003) established the Integrated Justice Information Board (hereinafter "The Board") as the governance structure for information sharing in the justice community. The responsibilities of the Board (codified at RCW §10.98.160 *et. seq.*) include a report concerning legislative changes and appropriations needed to for a "statewide justice information network to assure the availability of complete, accurate, and timely justice information." (RCW §10.98.240).

This decision package sets out the financial requirements for operations of the JIN Program Office, which provides support to the Board. The Program Office has been funded thus far through a mixture of member agency contributions and federal grants.

#### Narrative Justification and Impact Statement

##### How the Decision Package contributes to the applicant's strategic plan

This Decision Package is submitted to obtain assistance in creating an office that can provide leadership and support for statewide integration efforts.

The JIN mission is to "improve public safety by providing criminal justice practitioners with complete, timely and accurate information, and to improve operating efficiency by facilitating the integration of disparate systems throughout the state."

Its objectives, as set forth in RCW §10.98.200 are to:

- Maximize standardization of data and communications technology;
- Improve workflow within the criminal justice system;

## **State of Washington**

### **Decision Package**

**Applicant:** Integrated Justice Information Board

**Decision Package Title:** Justice Information Network Program Office

---

**Budget Period:** July 2005- June 2007

- Provide complete, accurate, and timely information to criminal justice agencies;
- Maintain security and privacy rights respecting criminal justice information.

This Decision Package supports the JIN mission and objectives by facilitating the development of the infrastructure to document and maintain network connectivity, data standards and design principles; improve workflow; leverage successes; share best practices; and to provide a clearing-house for information sharing and knowledge management.

#### **Reason for change:**

The current environment is inefficient and ineffective, rife with redundant data entry and delays in the availability of mission critical information. As the law so clearly states,

The legislature finds that each of the state's justice agencies and the courts have developed independent information systems to address independent management and planning needs, that the state's justice information system is fragmented, and that access to complete, accurate, and timely justice information is difficult and inefficient.

This Decision Package sets out the resources needed to, as the law directs the Board, “develop and maintain, in a cost-effective manner, a statewide network of criminal justice information that enables sharing and integrated delivery of justice information maintained in the state's independent information systems.

#### **Impact on clients and services:**

The establishment and operation of a JIN Program Office will provide mission critical information to state and local members of the JIN community. Additionally, the centralization of certain functions and services will result in overall cost saving for the state.

#### **Impact on other state programs:**

The JIN Program Office will serve all justice practitioners. In addition, the infrastructure may eventually facilitate the exchange of justice information required by other agencies (e.g. DSHS). It is important to note that the model envisioned for JIN is to enable the justice community to share information and to create and maintain a knowledge base to optimize the efficiency and compatibility of future projects.

#### **Relationship to capital budget:**

None

#### **Required changes to existing RCW, WAC, contract, or plan:**

None. The Package corresponds directly to the mandate of RCW 10.98.240

## **State of Washington**

### **Decision Package**

**Applicant:** Integrated Justice Information Board

**Decision Package Title:** Justice Information Network Program Office

---

**Budget Period:** July 2005- June 2007

#### **Alternatives explored:**

This decision package represents a natural progression from previously explored alternatives. The JIN began with a project coordinator at DIS. In 2003, five constituents (AOC, DIS, DOC, DOL, WSP) signed an interagency agreement to fund the hiring of a Program Director. The Program Director, with the advice and consent of the Board, has explored different technical and operational solutions for achieving the goals set forth in the JIN Act. It is clear, that the objectives set for the Board by the JIN Act cannot be achieved without some form of central project office.

It is equally clear, however, that the bulk of services to be provided by the JIN Program Office are already available from existing state agencies or private companies. For this reason, the most cost effective and least risky solution is to purchase services as needed.

#### **Future Budget impacts**

The operations of the JIN Program Office, if successful, will appear in future budget requests. In addition, as plans develop, there may be additional hardware costs and discrete project expenses. This is clearly anticipated by the language of RCW §10.98.240.

#### **Distinction between one-time and ongoing costs:**

Beyond the projects set out in this Decision Package, all costs have the potential to be ongoing, although as purchased services they can be added or subtracted as warranted. Only the funding of salary and benefits for the Program Director is envisioned as a true ongoing cost.

#### **Calculations and Assumptions:**

The JIN Program Director will manage the project.

The JIN Program Office will reside at DIS.

The Board will resolve policy issues related to the project.

Infrastructure and services for JIN connectivity will be provided by DIS.

#### **Effects of non-funding:**

If this project is not funded, the entire justice community will suffer, as state and local entities pursue desultory projects, without the opportunity to leverage best practices and work already completed.

#### **Expenditure Calculations and Assumptions**

**State of Washington****Decision Package****Applicant:** Integrated Justice Information Board**Decision Package Title:** Justice Information Network Program Office**Budget Period:** July 2005- June 2007

---

<b><u>OBJECT DETAIL</u></b>	<b><u>FY 2006</u></b>	<b><u>FY 2007</u></b>	<b><u>Total</u></b>
A. Salaries	\$90,000	\$90,000	\$180,000
B. Benefits	\$14,000	\$14,000	\$28,000
C. Personal Services	\$469,800	\$469,800	\$939,600
E. Goods And Services	\$1,051,000	\$1,016,000	\$2,067,000
G. Travel	\$8,400	\$8,400	\$16,800
<b>Total Objects</b>	<b>\$1,633,200</b>	<b>\$1,598,200</b>	<b>\$3,231,400</b>

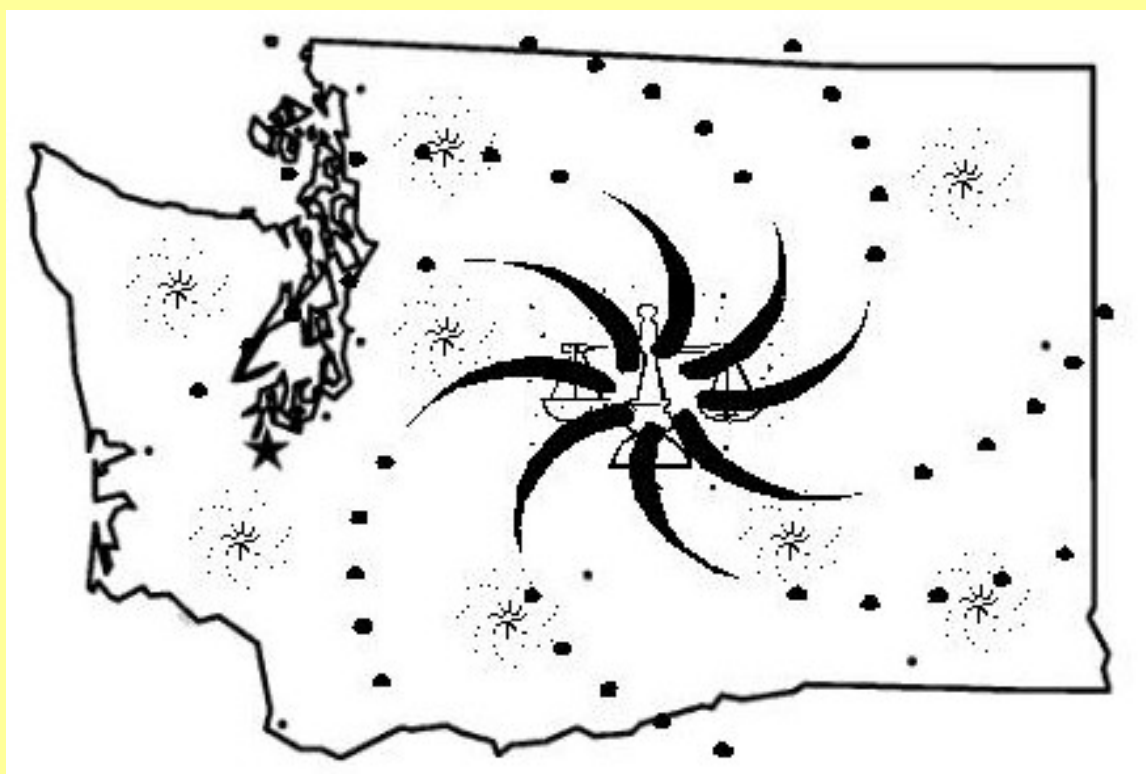
**Six-Year Estimates**

<b><u>Revenue</u></b>	<b><u>2005-07</u></b>	<b><u>2007-09</u></b>	<b><u>2009-2011</u></b>
<b>Revenue Total</b>	0	0	0
<b><u>Expenditure Estimates</u></b>	3,231,400	4,000,000	5,000,000
<b><u>FTEs</u></b>	1.0	1.0	1.0



JUSTICE INFORMATION NETWORK

# 2005-2007 Strategic Plan Version 0.2 (DRAFT)



Serving and empowering the justice community  
in the State of Washington

[www.jin.wa.gov](http://www.jin.wa.gov)



## TABLE OF CONTENTS

<b>1</b>	<b>MISSION STATEMENT .....</b>	<b>1</b>
<b>2</b>	<b>STATUTORY REFERENCES .....</b>	<b>1</b>
<b>3</b>	<b>GOALS .....</b>	<b>2</b>
<b>4</b>	<b>OBJECTIVES .....</b>	<b>2</b>
4.1	Develop data and other technical standards .....	2
4.2	Reduce redundant data collection and input efforts .....	2
4.3	Reduce paper exchanges.....	3
4.4	Provide complete, accurate, and timely information.....	3
<b>5</b>	<b>STRATEGIES .....</b>	<b>3</b>
5.1	Design the Justice Information Network .....	3
5.2	Develop Technology and Design Principles.....	5
5.3	Develop information sharing services in response to user demand .....	6
5.4	Maintain security and privacy rights.....	6
<b>6</b>	<b>APPRAISAL OF EXTERNAL ENVIRONMENT .....</b>	<b>6</b>
<b>7</b>	<b>CUSTOMER CHARACTERISTICS .....</b>	<b>7</b>
<b>8</b>	<b>STRATEGY AND CAPACITY ASSESSMENT.....</b>	<b>7</b>
<b>9</b>	<b>PERFORMANCE ASSESSMENT .....</b>	<b>8</b>
<b>10</b>	<b>FINANCIAL HEALTH ASSESSMENT .....</b>	<b>8</b>
<b>11</b>	<b>COST REDUCTION STRATEGIES .....</b>	<b>8</b>
<b>12</b>	<b>ACTIVITY LINKS AND MAJOR PARTNERS.....</b>	<b>9</b>
12.1	Summary Offender Profile.....	9
12.2	Information Sharing Prototypes.....	9
<b>13</b>	<b>RISKS .....</b>	<b>10</b>
<b>14</b>	<b>INTERNAL RESOURCE ASSESSMENT .....</b>	<b>10</b>
14.1	Program Office.....	11
<b>15</b>	<b>ALTERNATIVE STRATEGIES .....</b>	<b>12</b>

## APPENDICES

<b>A</b>	<b>Network Infrastructure Project Charter</b>
<b>B</b>	<b>Equarius/Microsoft Proof of Concept</b>
<b>C</b>	<b>Online Business Systems/Sonic Proof of Concept</b>
<b>D</b>	<b>JIN Portfolio</b>

## 1 Mission Statement

The Mission of the Justice Information Network (JIN) is to improve public safety by providing criminal justice practitioners with complete, timely and accurate information, and to improve operating efficiency by facilitating the integration of disparate systems throughout the State.<sup>1</sup>

## 2 Statutory References

The development and maintenance of a network for sharing information in the justice community is mandated by RCW §10.98.160 *et. seq.*

RCW §10.98.210 provides that the Integrated Justice Information Board, which is responsible for JIN policy and oversight, has the following membership:

<b>Appointment</b>	<b>Board Member</b>
A representative appointed by the governor	Everett Billingslea
The director of the office of financial management	Marty Brown
A prosecutor appointed by the Washington association of prosecuting attorneys	Steve Clem
A police chief appointed by the Washington association of sheriffs and police chiefs	Terry Davenport
The attorney general	Christine Gregoire
Two representatives appointed by the judicial information system committee	Cathy Grindle Judge Thomas Wynne
A county legislative authority member appointed by the Washington state association of counties	Kathy Lambert
A sheriff appointed by the Washington association of sheriffs and police chiefs	Pat Lee
The secretary of the department of corrections	Joseph Lehman
The director of the department of information services	Stuart Mckee
The administrator for the courts	Mary McQueen
A county clerk appointed by the Washington association of county clerks	Teri Nielsen
The chief of the State patrol	Lowell M. Porter
The assistant secretary of the department of social and health services responsible for juvenile rehabilitation programs	Cheryl Stephani
The director of the department of licensing	Fred Stephens
A representative appointed by the Washington association of city and county information systems	Jim Wilcox
A representative appointed by the association of Washington cities	Bonnie Woodrow

Pursuant to RCW 10.98.230, the Board has the power to:

---

<sup>1</sup> Approved by the Board January 20, 2004  
(<http://www.jin.wa.gov/meetings/2003/121703WIJIBminutes.doc>)

- Coordinate and facilitate the governance, implementation, operation, maintenance, and enhancement of sharing and integrated delivery of complete, accurate, and timely justice information;
- Increase the use of automated electronic data transfer among state justice agencies, local justice agencies, and courts;
- Establish and implement uniform data standards and protocols for data transfer and sharing, interface applications, and connectivity standards;
- Provide state agency and court justice information to criminal justice agencies and courts through connections and applications that enable single session access from multiple platforms.

### **3 Goals**

The Justice Information Network (JIN) is a statewide network that enables sharing and integrated delivery of justice information maintained in the State's independent information systems. The goals of the JIN, which are set forth in RCW §10.98.200, are to:

- Develop and maintain, in a cost-effective manner, a statewide network that enables sharing and integrated delivery of justice information maintained in the state's independent information systems;
- Maximize standardization of data and communications technology among law enforcement agencies, jails, prosecuting attorneys, the courts, corrections, and licensing;
- Improve work flow within the criminal justice system;
- Maintain security and privacy rights respecting criminal justice information.

### **4 Objectives**

The foremost building block in the state's integration plan is to establish a blueprint for connecting all JIN constituents—designing the physical and logical flows of information in the justice community. This will be accomplished by documenting the current network architecture; evaluating the proof of concept projects (scheduled for completion in June 2004); gathering customer requirements (security, performance, cost) from JIN constituents; working with DIS staff to design a viable and secure model; and testing the design through implementation at a number of local connection points.

#### **4.1 Develop data and other technical standards**

Recognizing the difficulty of dictating behavior in a diffuse and diverse environment, the importance of individual projects and the need for interoperability, the Board has developed a preliminary set of technology principles. Projects seeking state or federal grant funding must comport with these standards and all JIN constituents should take them into consideration when they are pursuing individual projects:

#### **4.2 Reduce redundant data collection and input efforts**

One of the most glaring problems in the current process for information sharing is the quantity of redundant data entry as information moves through the system, from law enforcement to prosecutors to courts to corrections. Allowing discrete

systems to communicate with each other and to exchange information as needed has the potential to dramatically improve efficiency and data integrity.

#### **4.3 Reduce paper exchanges**

Automating existing paper-based exchanges and allowing for data flow across a secure, efficient and cost-effective network will reduce delays, improve accuracy and efficiency.

#### **4.4 Provide complete, accurate, and timely information**

The ability to aggregate data from disparate sources makes information more immediately available and eliminates the need to run queries in multiple systems. This will improve operating efficiency, as well as public safety, by providing more seamless access to a variety of state and local data sources.

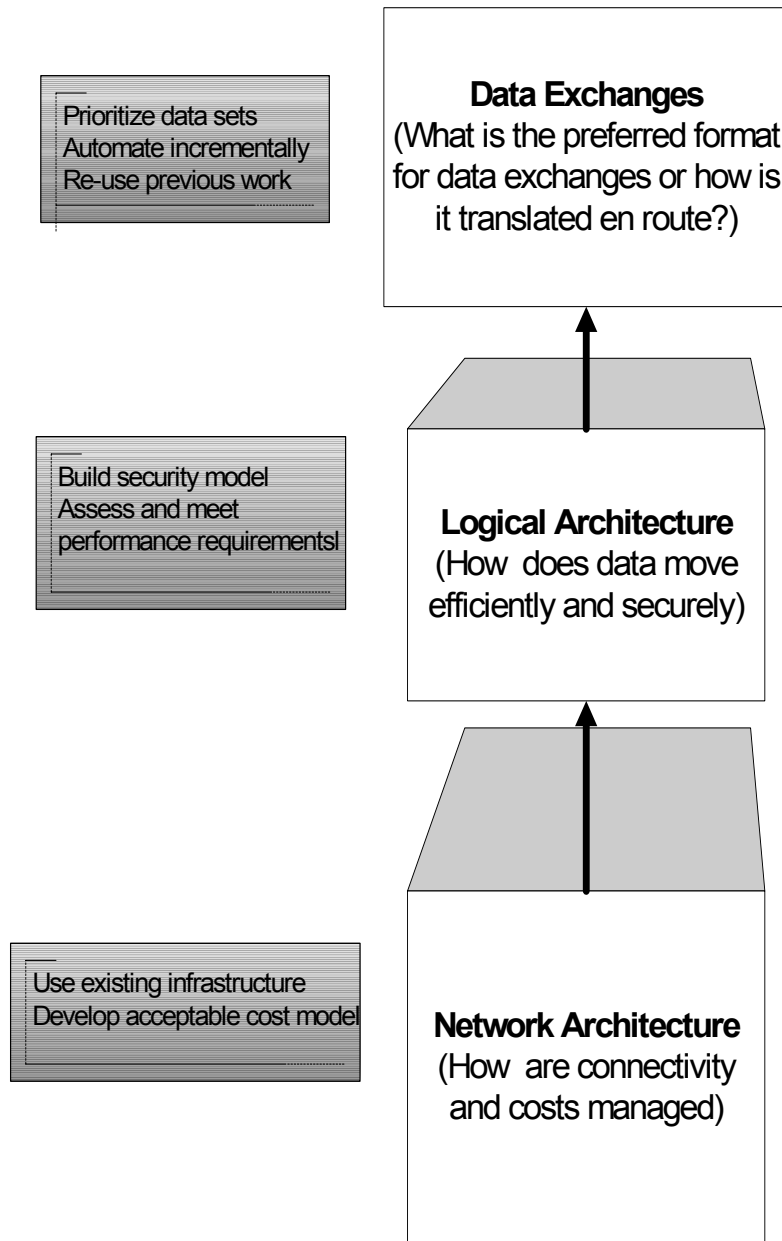
### **5 Strategies**

#### **5.1 Design the Justice Information Network**

The following diagram represents the steps necessary to achieve the statutory directive to develop and maintain a system for sharing of justice information:

The JIN Program Office has been working with DIS and with the members of the Technical Advisory Group to define the scope and character of this project. Additionally, the Board has recommended that \$450,000 of federal grants be allocated to the JIN Program Office for this effort. A detailed proposal for this work is attached as Appendix A.

# Building the Justice Information Network



## 5.2 Develop Technology and Design Principles

The Technical Advisory Group has developed a set of principles to guide JIN constituents in their own projects and to help funding sources assess the compatibility of future proposals with the state's integration vision. The JIN Program Office will work over the next biennium to develop the principles into a meaningful collection of recommended standards, templates and reusable components, and to keep this information current and accessible to the community.

### Technology Principles

**Standards** - JIN constituents should conform to national, state, and open industry standards wherever possible.

**Interoperability** - New applications should focus on interoperability with the JIN infrastructure and data sharing as part of the design process.

**Shared Infrastructure** - The JIN community will use shared infrastructure appropriately and leverage existing infrastructure to the fullest extent possible.

**Security and Privacy** - Disclosure of data is the responsibility of the owner of the data according to applicable laws. Applications, data and security are the responsibility of their respective owners.

**Applications and Data Exchanges** – Applications that need to exchange data via the JIN, should be designed or enhanced to be compatible with the JIN infrastructure.

**Reusable Components** - Applications should use common, reusable components, data and designs wherever possible.

### Design Principles

1. Exchanges will be event-driven and timely.
2. Exchanges will be designed to optimize efficiency for publishers and subscribers.
3. The Justice Information Network is a service provider.
4. Exchanges will be secure and will comply with all state and federal requirements.

### **5.3 Develop information sharing services in response to user demand**

Information should be available in real time, and data from diverse sources should be aggregated and presented in accordance with the needs of consumers.

- Establishing the positive identity of the record subject is crucial;
- Providing justice decision makers with the right information at the right place and at the right time results in better decisions, which improves public safety and makes more efficient use of public resources;

Over the last three years, the justice community has developed Summary Offender Profile, a web-based query application that aggregates information from a variety of state systems. This application was assigned to the JIN Program Office in January 2004 and made available to a pilot set of the JIN community in May. The Board will examine the results of this pilot deployment this summer and make recommendations for making the system available to all authorized users.

### **5.4 Maintain security and privacy rights.**

JIN constituents should maintain control over their data and should establish usage and dissemination policies that ensure security and protect privacy rights. In order to protect these rights, the Board has developed a set of security policies:

#### **Security Policies**

- Integrated justice systems are comprised of, or derived from, the operational systems of the participating agencies;
- Participants must meet agreed upon data, communication and security requirements and standards;
- Security and privacy are priorities in the development of state capabilities and policies for integrated justice;
- The justice community must respect privacy interests, prevent unauthorized disclosures of information, and enable appropriate public access to relevant information.<sup>2</sup>

## **6 Appraisal of External Environment**

Recent threats to national security have thrust the need for integrated justice into the spotlight, and laid bare many of the deficiencies in the current environment. This focus is countered, however, by the expectations of non-justice practitioners, who tend to wildly overestimate the capabilities available to the justice community.

Additionally, recent advance in technology such as Justice XML, web services and the development of middleware solutions have rendered obsolete much of the JIN planning efforts to date. This is to the state's advantage, however, as integration goals can now be achieved much faster and at considerably lower cost than

---

<sup>2</sup> Based on SEARCH, Foundation Principles of Integration, 2004  
(<http://www.search.org/publications/pdf/Integration.pdf>)

previously thought possible. Recent experience with the JIN proof of concept projects (See §12.2, Appendix B, C, *infra.*) confirm that the benefits promised by these new technologies to the state are real.

## **7 Customer Characteristics**

Within the justice community, many state and local practitioners are looking to JIN to provide leadership and assistance. A failure to do so will perpetuate the lack of interoperability and the continued pursuit of discrete projects whose realization make statewide integration increasingly difficult or costly. Others would prefer JIN to stay out of the way, to merely facilitate (or create the environment to allow) success.

In addition, there are widely varying budget and operating environments throughout the state. Some local entities are far ahead of the state in integration planning, while others require thoroughgoing assistance from outside sources to make any progress.

The JIN Program Office must create an operational environment that allows those in the vanguard to continue to lead, while at the same time assuring the provision of all levels of service to those that require assistance. This could range from project templates and general consulting help to full-scale development of necessary services.

## **8 Strategy and Capacity Assessment**

The JIN Program Office currently has resources that are insufficient for delivering necessary services to the justice community. This current deficiency, however, is consistent with the idea of hiring a Program Director in 2003 and setting aside some time to help the Board identify the resources required to achieve the goals set out by statute and to examine the utility of alternatives for operations.

In the last year, the Program Office has used DIS resources, agency contributions and grant funds to fund operations. This has allowed the Program Office to provide some services and to identify which of those (communications, grants assistance, lobbying, system design) could be better provided by dedicated resources with the proper subject matter expertise. Although the job description for the Program Director identifies many of these responsibilities, it is clear that the JIN community is not well served by their being vested in one person.

The following table represents the skills and time required to provide the JIN community with an appropriate level of service. In keeping with the experimental nature of the program, it is envisioned that, except for the Program Director, these resources would be procured through personal service contracts with agencies or third parties, creating a more flexible and adaptable environment.



<b>JIN Program Office</b>		
<b>Role</b>	<b>Responsibility</b>	<b>FTE</b>
Program Director	Chief Executive Officer	1.0
Enterprise Architect	Develop and refine JIN architecture Maintain JIN technical standards Develop and maintain JIN portfolio	0.3
Business Manager	Develop JIN services (SOP, network) Oversee support operations	0.25
Project Manager	Manage JIN projects (SOP, network)	0.25
Communications	Develop and maintain JIN website Build JIN knowledge base Produce JIN newsletter Oversee awareness efforts	0.5
Procurement/Legal	Provide assistance with contracts, agreements Review software licensing agreements Research and counsel	0.1
Finance	Budget assistance	0.1
Grants	Identify and circulate grant opportunities Grant-writing assistance	0.2
Administrative Support	Manage Director's schedule and cost center General administrative support	0.3
Technical Support	Support Summary Offender Profile, other projects	0.25

## 9 Performance Assessment

There were no performance targets established for the JIN beyond the law's requirement of a September 2004 report to the Governor, the legislature and the supreme court detailing the appropriations and legislative changes required to develop and maintain a network for information sharing.

The emerging issues for the Board are the development of the network infrastructure for information sharing and the need to prioritize and automate key exchanges or data sets. Future efforts should be judged against these benchmarks, including the extent to which the automation efforts reduce redundant data entry and speed the flow of information into the hands of those who need it.

## 10 Financial Health Assessment

The Program office currently depends on grants and agency contributions. This does not represent a sustainable model, and it is clear that RCW §10.98.240 envisions funding to achieve the goals set out by the Board. The Program Office will submit a *Decision Package* to the state for the 2005-2007 biennium.

## 11 Cost Reduction Strategies

Although improvements to public safety are JIN's primary focus, it is clear that the centralization of certain functions and the reduction of redundant data entry promise a higher quality of service and hold the potential of significant savings for the state.

For example, the business case analysis for King County’s Law, Safety and Justice Integration Program projected annual benefits of just under \$3 million over the next decade.<sup>3</sup>

## **12 Activity Links and Major Partners**

As JIN is envisioned as a service provider, each automation of an exchange or set of justice information serves at least two parties in the justice community, with the potential number of beneficiaries much higher. This will include both state and local agencies.

One of the activities of the Program Office over the last year—consistent with its potential role as a knowledge management center—is an inventory of integration projects statewide. The “JIN Portfolio” (attached at Appendix D) will help individual projects to leverage existing work and to ensure that they are in harmony with similar efforts throughout the JIN community.

In addition to this, and other coordinating efforts in support of the Board, the Program Office has overseen two projects, both of which benefit multiple constituents.

### **12.1 Summary Offender Profile**

The Summary Offender Profile (SOP) is a web-based query application that aggregates data from various sources in the justice community and presents it to the user on one screen, eliminating the need to search multiple databases for potentially related information. Developed by the Courts, the Program Office assumed responsibility for SOP in early 2004.

The application will be hosted at DIS, with customer, application and technical support provided by vendors under contract with the Program Office. More data sources will be added to the application as funding permits and use demands.

The Program Office will pilot SOP in Thurston and Douglas County in May 2004 and will, at the same time oversee the addition of data from the Jail Booking and Reporting System (JBRS). The pilot effort will help to assess the practical utility of the application, and the viability of the support environment. It will also help to inform a plan for statewide deployment.

### **12.2 Information Sharing Prototypes**

In conjunction with its statutory mission to enable sharing and integrated delivery of justice information, and in response to the Justice Information Network Act’s requirement of a report to the Governor, Legislature and Supreme Court setting out “specific goals for improving criminal justice integration, a timeline and identifiable benchmarks for achieving those goals, and recommendations concerning needed legislative changes and appropriations,” the Program Office issued a Request for Information (RFI) in October 2003.

---

<sup>3</sup> <http://www.metrokc.gov/oirm/projects/ljsj.htm>

The RFI resulted in eight responses, advocating a variety of solutions. After careful evaluation, four vendors were invited to make presentations and two of these were invited to conduct a proof of concept to demonstrate the viability of their solution to the Board.

#### **Equarius/Microsoft**

The first JIN Proof of Concept project, a collaborative effort to share and update stolen vehicle information among the King County Regional Automation Network (RAIN), [the Law Enforcement Support Agency \(LESA\)](#), and the [Washington State Patrol](#), went live on Wednesday April 21, as scheduled, six weeks after beginning. In addition to helping to educate the state and to allow an opportunity to assess the viability of a specific architectural model (Microsoft Biz Talk hosted centrally at DIS), this effort clearly demonstrates that important exchanges can be automated in a matter of weeks, not months, and that the costs are far lower than previously envisioned. More information about the project is attached at Appendix B.

#### **Online Business Systems/Sonic**

The second proof of concept, which will exchange information related to a *Failure to Appear* among Seattle Municipal Court, the Department of Licensing and the Administrative Office of the Courts, also envisions approximately six weeks to complete. It presents a different architectural model (an enterprise service bus using adapters at data sources) for evaluation. A summary of this project is attached at Appendix C.

The results of these projects will help the Board develop an outline for the content and character of the Justice Information Network and to understand what, if any, the role of a centralized Program Office should be. Their realization also demonstrates how the JIN Program Office is bringing together various members of the justice community in a collaborative environment that produces benefits across agencies.

### **13 Risks**

The risks of not fulfilling this plan are clear. A continuation of the environment in which systems are not interoperable and access to information by the justice community is impeded by operational inefficiencies would be costly for the state, shadowed by the spectre of missed opportunities and liability as a result of operational inadequacies.

On the other hand, the creation of a new entity to serve entrenched constituents is an act rife with its own risks. The Program office must ensure that services are provided in response to user needs and that priorities are set by the state. Fortunately, the Board, a mixture of state and local representatives from various pieces of the justice community, is established and available to resolve policy issues and provide leadership for the state.

### **14 Internal Resource Assessment**

#### 14.1 Program Office

The JIN Program Office currently consists of a Program Director, resident at the Department of Information Services (DIS). DIS provides administrative, technical and other support to the Program Office. The Program Director is the Chief Executive Officer for the Board and is authorized to bind the Board in contractual and other matters related to its operation. The roles and responsibilities of the Program Director are as follows:

- Provide executive level direction and serve as the Chief Executive Officer for JIN;
- Prepare strategic plans and budgets for justice integration projects and present to the Board as required;
- Research and aggressively seek funding;
- Coordinate technical staff in support of JIN projects and applications;
- Prepare and implement a communications plan;
- Coordinate JIN project activities with agency/law enforcement project managers and resolve technology issues related to sharing data;
- Lead subcommittees and workgroups in developing and implementing standards, both technical and business practice.

At no cost to the State, the Program Office also filed a request for information seeking assistance in developing an enterprise architecture for the State. This process, under the oversight of the JIN Technical Advisory Group—a body of technical experts from diverse JIN constituents—produced a pair of proof of concept projects to help educate the community on the utility and viability of two different solutions.

Beyond the operations and upgrading of Summary Offender Profile, the Program Office should provide the network connectivity and security for JIN; serve as a facilitator for exchanges; and a clearing-house for knowledge and information. The bulk of the work and financial commitment must remain the responsibility of JIN constituents. The proof of concept projects and educational sessions mentioned above will help to validate this model over the coming months, but it is foreseeable, at this time, that the Program Office can function effectively in the 2005-07 biennium with no additional staff, and that a successful operational environment for integrated justice can be achieved with no additional funds beyond 1 FTE (the Program Director), the hosting costs for Summary Offender Profile and some *ad hoc* consulting assistance.

This statement assumes that DIS (or another agency) is able to provide an increased level of support over the next two years (see §8), and that JIN Constituents will require funding to achieve the desired level of integration (See §7.) Moreover, it establishes a model in which the role of the Board and the Program Office is limited to ensuring the optimal level of collaboration and interoperability for the State.

## **15 Alternative Strategies**

The JIN Technical Advisory Group has examined a number of different architectural solutions to justice integration. The choices thus far are consistent with the Technology and Design Principles set out in Section 5.2. Construction of a new network for sharing justice information is not a cost-effective solution; it is more prudent to make changes to the existing state infrastructure in order to facilitate the security and transactional needs of the justice community. Similarly, as it develops a more precise role in the enterprise, the JIN Program Office should remain essentially virtual—a set of services provided through contracts with other agencies or the private sector. Such a course of action minimizes risk and allows the JIN greater flexibility to adapt as technologies and circumstances change.

# APPENDIX A

## JUSTICE INFORMATION NETWORK

*An initiative stemming from RCW 10.98.160 et seq.*

---

### Project Charter (DRAFT)

Version 1.1 – May 12, 2004

PROJECT MANAGEMENT FRAMEWORK

# Justice Information Network

---

## Document Revision History

Version Number	Date	Description
1.0	3/31/04	First draft of plan created
1.0	4/2/04	Submitted to OFM as attachment to application for federal grant funding.
1.1	5/12/04	Includes as part of draft strategic plan submitted to WIJIB

# Table of Contents

<b>PROJECT STATEMENT .....</b>	<b>1</b>
<b>VISION .....</b>	<b>1</b>
<b>OBJECTIVES .....</b>	<b>1</b>
<b>BUSINESS DRIVERS/IMPACTS .....</b>	<b>2</b>
<b><i>POTENTIAL BENEFITS .....</i></b>	<b><i>2</i></b>
<b>HIGH LEVEL DELIVERABLES .....</b>	<b>3</b>
<b>SCOPE .....</b>	<b>4</b>
<b>SCHEDULE.....</b>	<b>4</b>
<b>COST PROJECTION.....</b>	<b>5</b>
<b>PROJECT ORGANIZATION .....</b>	<b>5</b>
<b><i>ROLES AND RESPONSIBILITIES.....</i></b>	<b><i>5</i></b>
<b><i>GOVERNANCE.....</i></b>	<b><i>6</i></b>
<b><i>APPROACH.....</i></b>	<b><i>6</i></b>
<b><i>PROJECT ASSUMPTIONS AND CONSTRAINTS .....</i></b>	<b><i>7</i></b>
<b><i>ASSUMPTIONS.....</i></b>	<b><i>7</i></b>
<b><i>CONSTRAINTS.....</i></b>	<b><i>7</i></b>
<b>PERFORMANCE MEASURES/OUTCOMES .....</b>	<b>7</b>
<b>ACCEPTANCE .....</b>	<b>7</b>



**PROJECT STATEMENT**

Design an efficient, secure and cost-effective network for sharing justice information.

**VISION**

“The Mission of the Justice Information Network (JIN) is to improve public safety by providing criminal justice practitioners with complete, timely and accurate information, and to improve operating efficiency by facilitating the integration of disparate systems throughout the state.”

*Washington Integrated Justice Information Board (Jan. 20, 2004)*

**GOAL STATEMENT**

The goal of this project is to design a network for sharing justice information. The precise deliverables are to gather customer requirements; design the infrastructure and security for a justice information network; develop a cost-sharing and operations model for maintenance of the network; and to develop a plan for implementation of the network. Success in this project also means establishing new collaborative and working partnerships between the Department of Information Services and various JIN constituents.

**OBJECTIVES**

**At the end of the Justice Information Network Project we will have:**

1. Identified and gathered requirements from the JIN community.
2. Created the business case for the JIN by:
  - A. Identifying and confirming the business value and positive benefits to the JIN community;
3. Chosen the most effective solution for the JIN by:
  - A. Evaluating the results of the JIN proof of concept projects;
  - B. Bringing the community together to identify the various options for designing the JIN;
  - C. Assessing the feasibility, the roles, and the resources required of the various options for developing the JIN;
  - D. Developing a service delivery approach to connectivity and support.
4. Developed an implementation plan for the JIN by:
  - A. Designing the architecture, functionality, construction, and implementation steps required for the JIN in a phased, incremental approach;
  - B. Developed a detailed cost breakdown for construction and deployment.
5. Completed other objectives as follows:
  - A. Developing funding requirements and possible cost sharing models.
  - B. Identifying legal, policy, financial, architectural, technical, and workflow issues.

**BUSINESS DRIVERS/IMPACTS**

The statutory objectives of the JIN are to:

- Maximize standardization of data and communications technology;
- Improve workflow within the criminal justice system;
- Provide complete, accurate, and timely information to criminal justice agencies;
- Maintain security and privacy rights respecting criminal justice information.

The business objectives of this project are to:

1. Make information more readily available to JIN constituents;
2. Improve accuracy and efficiency by reducing redundant data entry;
3. Design a secure network for the exchange of justice information in the JIN community;
4. Protect privacy and facilitate compliance with all applicable laws relating to data sharing;
5. Provide support to the JIN community in an efficient and economical manner;
6. Reduce the cost of government through investments in efficiencies.

**POTENTIAL BENEFITS**

1. More efficient tools for the management and exchange of justice information;
2. Reduced costs through efficiencies and aggregation of user demand;
3. Improved state image;
4. Simpler and more convenient process through reduction of data entry;
5. More efficient security through centrally run and collectively managed infrastructure.

*BUSINESS IMPACTS*

Area/Organization	Impacts
JIN Program Office	<ol style="list-style-type: none"> <li>1. Manage Project</li> <li>2. Participate in development</li> <li>3. Report to Justice Information Board</li> </ol>
DIS	<ol style="list-style-type: none"> <li>1. Participate in development.</li> <li>2. Prepare for possible implementation and assumption of project ownership</li> <li>3. Support for development of service delivery model</li> <li>4. Existing infrastructure may need to be re-configured</li> </ol>
JIN Community	<ol style="list-style-type: none"> <li>1. Adapt to infrastructure changes envisioned by project.</li> <li>2. Potential need for new or upgraded hardware, software</li> </ol>

Justice Information Board	<ol style="list-style-type: none"> <li>1. Approve business model</li> <li>2. Delegate oversight responsibilities for JIN to Program Office, Technical Advisory Group.</li> <li>3. Make decisions on funding sources to pursue</li> </ol>
---------------------------	--

**HIGH LEVEL DELIVERABLES**

Phase	Deliverable	Description
<b>1</b>	<b>Elaboration &amp; Preparation</b>	
	Review of existing documentation	Review and assessment of relevant material, including the MTG "Implementation Recommendations;" the 1997 "Network Feasibility Study;" DIS and other agency-specific material; and data from the 2004 JIN Proof of Concepts.
	Interviews	A series of analytical assessments conducted with various JIN constituents, including their requirements for a network and their interest in participating.
	"As-Is" Architectures Defined	Separate models representing constituents' current connectivity and network infrastructure for information sharing.
<b>2</b>	<b>Design &amp; Development</b>	
	Design Document	A "To-Be" model representing the desired architecture of both business and technology components. Includes events and participants of the enhanced and transformed information sharing process.
	Business Case	A written compelling business case that ties into the overall needs of the state and the JIN community.
	Hardware / Software Acquisition Plan	A plan outlining the equipment and support software required for the new "To-Be" architecture.
	Maintenance & Staffing Plan	A plan identifying ongoing maintenance and licensing costs. Also identifies staff positions and ongoing requirements for knowledge and skills required to maintain the system.
	Test Strategy & Performance Plan	A written document with test criteria and performance metrics for the network. (Functionality, Interoperability and Scalability, User Acceptance).
	Pilot Connections	Implement and test design in up to three pilot locations, including necessary upgrades and configurations.

**SCOPE****In Scope**

1. Identifying and gathering requirements from JIN constituents, including cost and security, using an approved template.
2. Evaluating the utility and re-usability of existing JIN and DIS planning documents.
3. Evaluating data obtained from recent JIN proof-of-concept projects.
4. Developing an “as is” architecture model in compliance with ISB standards.
5. Developing “To be” model and facilitating discussions with DIS, Technical Advisory Group, Justice Information Board, as necessary.
6. Assessing costs saved or added as a result of implementation of the proposed infrastructure, including those related to hardware, software and staffing.
7. Developing cost and scheduling projections for implementation of the proposed model, including those related to implementation and use.

**Out Of Scope**

1. Does not include data sharing with the public or other governmental agencies not in the JIN community.
2. Does not include data modeling exercises, except to establish connectivity and performance needs.

**SCHEDULE**

The schedule assumes the issuance of a Request for Proposal in June, with an award in July, consistent with the availability of Byrne Grant funds.

<b>Milestone</b>	<b>Timing</b>
<b>Phase 1 Elaboration &amp; Preparation</b>	
Identify interested partners	July 2004
Assess partners fit & requirements	July 2004
Define current architecture	August 2004
<b>Phase 2 Design &amp; Development</b>	
Develop network design for ISB and Justice Information Board approval.	September 2004
Develop business case	September 2004
<b>Phase 3 Pilot Deployment</b>	
Identify participants	September 2004
Install and configure hardware/software	October 2004

Test and assess

December 2004

**COST PROJECTION**

<b>Requirements</b>	
Conduct interviews	\$40,000
Prepare requirements document	\$10,000
<b>As-is Architecture</b>	
Evaluate data from interviews	\$10,000
Prepare documentation	\$40,000
<b>Network Design</b>	
Develop and present network design	\$250,000
Develop and present business case	\$50,000
<b>Pilot Connections</b>	
Implement and test connections, security and performance at up to three pilot sites (e.g. counties)	\$50,000
<b>Total Costs</b>	
	<b>\$450,000</b>

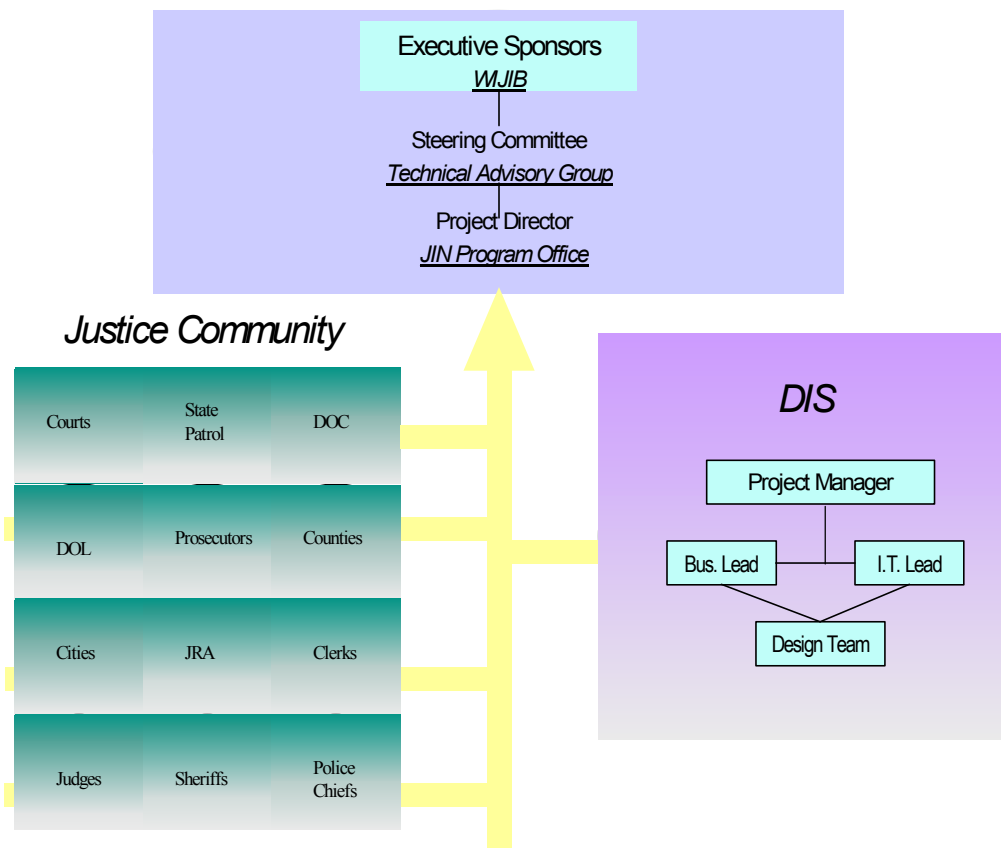
**PROJECT ORGANIZATION****ROLES AND RESPONSIBILITIES**

<b>Team Name</b>	<b>Membership</b>	<b>Project Responsibilities</b>
JIN Program Office	Director	<ol style="list-style-type: none"> <li>1. Project management and leadership</li> <li>2. Communications and management of expectations</li> </ol>
DIS	Business Manager Network Services Technical Services	<ol style="list-style-type: none"> <li>1. Business area expertise</li> <li>2. Technical expertise</li> <li>3. Assess feasibility of how services will be delivered and developed</li> </ol>
Steering Committee	Technical Advisory Group	<ol style="list-style-type: none"> <li>1. Ensure project goals and objectives are met</li> <li>2. Decisions on changes in project scope</li> <li>3. Resolve issues escalated by project managers or other project team(s)</li> <li>4. Elevate major policy issues to Board</li> </ol>
Executive Sponsor	Justice Information Board	<ol style="list-style-type: none"> <li>1. Policy oversight and direction</li> <li>2. Resolve issues as needed</li> </ol>

## GOVERNANCE

The governance model is designed to reflect the policy-making responsibilities of the Board and to balance the various perspectives and interests of the JIN community with the statewide operational responsibilities of DIS. The model thus reflects a service to be developed by DIS for the JIN community under the oversight of the Board. The final role and composition of the Program Office will naturally follow from an evaluation of the proposed model.

## Justice Information Network: "Governance"



## APPROACH

The overall approach for this project is to address the basic infrastructure and business needs of the JIN community, in order to create a solid and efficient foundation for sharing justice information and to minimize expense, time and risk.

This project contains two phases, to be followed by deployment. Upgrades and additional phases will be added as part of the regular business cycle. In Phase 1, the JIN solution will be articulated based on customer requirements and operational environments. Phase 2 will be the design stage, development stages, and completion of a limited number of pilot connections.

**PROJECT ASSUMPTIONS AND CONSTRAINTS****ASSUMPTIONS**

1. There are sufficient numbers of partners interested in and financially committed to participating in a Justice Information Network.
2. Partners will accept the standards and requirements the Board deems as necessary to ensure network security.
3. Appropriate DIS and Partner staff will be available during all phases of the project.
4. The project will follow the current ISB Project Methodology standards.

**CONSTRAINTS**

1. A new or improved network may bring added cost to the state and subscriber entities.
2. The project is dependent on the shared resources of the justice community.
3. Dealing with Partners that are geographically and organizationally dispersed could hinder coordination and communication.

**PERFORMANCE MEASURES/OUTCOMES**

1. Identifying a compelling value proposition that warrants and motivates partners' interest, involvement and financial commitment.
2. Developing a network design that demonstrates project feasibility and addresses security and performance requirements for all constituents.
3. Number of new Partners are on board that use DIS or JIN services. (Identifying how a new Partner would benefit—e.g. transfer of knowledge, cost containment, system utility, performance, etc.)
4. DIS or JIN services have added value to the JIN community.
5. Having simplified the business process for the JIN community.

**ACCEPTANCE**

The Board recommended funding for this project at the April meeting. The JIN Program Director will organize and convene a steering committee and present a revised project charter at the June meeting.

## JIN Portfolio, 2004 (V. 0.5)

The JIN portfolio is an inventory of projects that relate to integration efforts in the state of Washington. Although the Board does have primary responsibility for the projects managed by the JIN Program Office, it has no formal authority over the others. The Board has directed the JIN Program Office to create this document in order to share information among the JIN community and to assist in developing a vision for the state's integration efforts and priorities.

### JIN Projects

<b>Project</b>	<b>Lead</b>
JIN Technical Architecture	WIJIB
Summary Offender Profile	WIJIB

### Other Integration Projects

<b>Project</b>	<b>Lead</b>
NCIC 2000 implementation and compliance	WSP
Electronic Disposition Transfer	WSP, AOC
Judgment and Sentencing	AOC
Install live-scan systems at more jails, booking facilities, and juvenile detention centers.	OFM, WSP
Jail Booking and Reporting System	WASPC
Applicant background check processing study	WASPC, WSP
Electronic Citations	WSP, AOC
Automate fingerprint based background check	WSP
Prosecution Case Management	WAPA
Homicide Investigation Tracking System	Attorney General
Offender Management Network	DOC
Law Enforcement Data Access	DOL
JRA AOC data collection	JRA
King County Law Safety and Justice Integration	King County
King County Regional Automated Information Network	King County PCA
Seattle Criminal Justice Information System	City of Seattle
Whatcom County Exchange Network	Whatcom County
Sex/Kidnap Offender Registry website	WASPC
King County Jail Inmate Look-up Service	King County Jail
King County Booking and Referral Filing Automation	King County Jail
King County Expedited Criminal History access	King County Jail



King County Automated Case Disposition Update	King County Prosecutor
King County Warrant Reconciliation Process	King County Jail
King County Jail Program Analysis	King County Jail
King County Public Justice access Portal	King County Prosecutor
Yakima County Law and Justice Application	Yakima County
WAPA Prosecution case Management	WAPA
Improve sex offender registry submission through live-scan with photos	WSP
Enable automated processing of Department of Corrections fingerprint submissions through AFIS and WASIS to IAFIS	WSP
Enable connection of DOC live-scan systems to WSP	DOC, WSP
National Crime Prevention and Privacy Compact and national Fingerprint File	WSP
Uniform rapsheet and additional XML capability in WACIC/WASIS and ACCESS	WSP
Palm print capability for state AFIS	WSP

### Project Detail

<b>Title</b>	JIN Technical Architecture
<b>Description</b>	To design the logical and physical network for sharing justice information.
<b>Cost Estimate</b>	\$450,000
<b>FTE</b>	0.2
<b>Schedule</b>	4 months
<b>Impact</b>	The foundation for connectivity and many other information sharing projects..
<b>Scope</b>	Affects key business processes for all stakeholders
<b>Business Driver</b>	Corresponds to mandate of RCW §10.98.200 to develop a network for sharing justice information.
<b>Executive Sponsor</b>	WIJIB
<b>Project Manager</b>	Brian LeDuc

<b>Title</b>	Summary Offender Profile
<b>Description</b>	Web-based query application aggregating data from

	different sources.
<b>Cost Estimate</b>	\$200,000
<b>FTE</b>	0.2
<b>Schedule</b>	1 Year to add various data sources
<b>Impact</b>	Enable integrated delivery of justice information (RCW §10.98.200).
<b>Scope</b>	Affects key business processes for all stakeholders
<b>Business Driver</b>	Provide complete, timely and accurate information
<b>Executive Sponsor</b>	WIJIB
<b>Project Manager</b>	Brian LeDuc

.....

<b>Title</b>	Judgment and Sentencing
<b>Description</b>	Electronic origination and exchange of judgment and sentence information from the prosecutor to the court, to Corrections, State patrol and the Sentencing Guidelines Commission.
<b>Cost Estimate</b>	\$660,000
<b>FTE</b>	4
<b>Schedule</b>	1 Year to implement 16 courts
<b>Impact</b>	Increased efficiency, real time information exchanges.
<b>Scope</b>	Affects key business processes for all stakeholders
<b>Business Driver</b>	Eliminates 50% of current manual processing volume.
<b>Executive Sponsor</b>	Administrative Office of the Courts (AOC)
<b>Project Manager</b>	Dan Sawka

<b>Title</b>	Homicide Investigation Tracking System
<b>Description</b>	
<b>Cost Estimate</b>	
<b>FTE</b>	
<b>Schedule</b>	
<b>Impact</b>	
<b>Scope</b>	

<b>Business Driver</b>	
<b>Executive Sponsor</b>	
<b>Project Manager</b>	Attorney General Office

<b>Title</b>	Offender Management Network
<b>Description</b>	
<b>Cost Estimate</b>	
<b>FTE</b>	
<b>Schedule</b>	
<b>Impact</b>	
<b>Scope</b>	
<b>Business Driver</b>	
<b>Executive Sponsor</b>	Department of Corrections
<b>Project Manager</b>	Department of Corrections

<b>Title</b>	Enable automated processing of Department of Corrections fingerprint submissions through AFIS and WASIS to IAFIS
<b>Description</b>	Support electronic transmission of DOC fingerprint submissions to IAFIS. DOC fingerprint submissions at inmate intake are a variation on the “normal” arrest submission
<b>Cost Estimate</b>	\$75,000
<b>FTE</b>	0
<b>Schedule</b>	January 2005 – October 2005
<b>Impact</b>	
<b>Scope</b>	Affects AFIS and WASIS. DOC could be involved if they are ready to connect their live-scan systems to WSP
<b>Business Driver</b>	Where are you?
<b>Executive Sponsor</b>	Acting Deputy Chief Paul Beckley
<b>Project Manager</b>	Dan Parsons and Patty Jensen

<b>Title</b>	Law Enforcement Data Access
<b>Description</b>	The purpose of this project is to improve law enforcement access to driver and vehicle data.
<b>Cost Estimate</b>	\$452,063 (Total cost for initial phase)
<b>FTE</b>	2
<b>Schedule</b>	The initial phase was completed by June 30, 2003.
<b>Impact</b>	<ul style="list-style-type: none"> <li>• Customers/Stakeholders will be required to purchase roaming digital certificates.</li> <li>• This project will impact the Vehicle Services Communication section staff (re-deployment).</li> </ul>
<b>Scope</b>	In the initial phase, provide access to the Search & Query application to all Law Enforcement Communication Centers and allow the centers to do on-line record look-ups. There are approximately 80 centers and 1200 users.
<b>Business Driver</b>	Information Services Driver and Vehicle Systems staff routinely receives requests from internal DOL staff, external customers (individuals and businesses), law enforcement agencies and the Legislature for information stored in Driver and Vehicle databases. In order to satisfy the requester, IS Application staff have to develop mainframe COBOL applications to obtain the relevant records, format the data and provide it in printed or electronic media. Extending Search and Query and migration of Vehicle/Drivers database information will gradually eliminate the need for programmer intervention in providing this information.
<b>Executive Sponsor</b>	Bill Kehoe
<b>Project Manager</b>	Jeff Johnson

<b>Title</b>	King County Law Safety and Justice Integration Program
<b>Description</b>	Improve operations and capabilities associated with public safety and justice by sharing criminal and criminal case information with decision makers in a timely and accurate manner.
<b>Cost Estimate</b>	\$6.4 million
<b>FTE</b>	
<b>Schedule</b>	October 2001 – January 2006

<b>Impact</b>	
<b>Scope</b>	22 identified data exchanges between 7 King County agencies and 24 other regional law enforcement agencies.
<b>Business Driver</b>	Estimated cost savings associated with the redundant management and handling of criminal justice data.
<b>Executive Sponsor</b>	Norm Maleng, Elected Prosecutor
<b>Project Manager</b>	Trever Esko, Program Manager, OIRM

<b>Title</b>	King County Jail Inmate Look-up Service
<b>Description</b>	Perform a pilot project for the LSJ-I Program that allows justice agency users and the public to inquiry information regarding jail inmates.
<b>Cost Estimate</b>	\$410,000
<b>FTE</b>	
<b>Schedule</b>	October 2003 – April 2004
<b>Impact</b>	
<b>Scope</b>	Inquiry current inmate information and jail booking historical data; Separate inquiries and functionality for the Public, other LSJ agencies, DAJD staff, and Regional Law Enforcement officers.
<b>Business Driver</b>	Pilot project
<b>Executive Sponsor</b>	Norm Maleng, Elected Prosecutor Ron Sims, Elected County Executive
<b>Stakeholder</b>	Michael Gedeon, Director of Jail Administration
<b>Project Manager</b>	Trever Esko, Program Manager, OIRM

<b>Title</b>	King County Booking and Referral Filing Automation
<b>Description</b>	Automate exchange of information received from law enforcement officers during inmate booking and felony complaint/referral filing.
<b>Cost Estimate</b>	\$850,000
<b>FTE</b>	
<b>Schedule</b>	April 2004 – November 2004
<b>Impact</b>	
<b>Scope</b>	Data exchange police-to-jail for inmate booking; Data exchange police-to-prosecutor for referral filing.
<b>Business Driver</b>	Efficiency/cost savings
<b>Executive Sponsor</b>	Norm Maleng, Elected Prosecutor

	Ron Sims, Elected County Executive
<b>Stakeholder</b>	Michael Gedeon, Director of Jail Administration David Ryan, Director of Technology Services, PAO
<b>Project Manager</b>	Trever Esko, Program Manager, OIRM

<b>Title</b>	King County Expedited Criminal History Access
<b>Description</b>	Streamline and automate criminal history inquiries to state data sources, and incorporate such inquiries into the systems and workflow of existing county operations.
<b>Cost Estimate</b>	\$400,000
<b>FTE</b>	
<b>Schedule</b>	October 2004 – March 2005
<b>Impact</b>	
<b>Scope</b>	Operations for jail history inquiries, prosecutor discovery, and prosecutor/court truth-in-sentencing research/analysis.
<b>Business Driver</b>	Efficiency/cost savings
<b>Executive Sponsor</b>	Norm Maleng, Elected Prosecutor Ron Sims, Elected County Executive
<b>Stakeholder</b>	Michael Gedeon, Director of Jail Administration David Ryan, Director of Technology Services, PAO
<b>Project Manager</b>	Trever Esko, Program Manager, OIRM

<b>Title</b>	King County Automated Case Disposition Update
<b>Description</b>	Automate the distribution of criminal court case dispositions to all county agencies.
<b>Cost Estimate</b>	\$450,000
<b>FTE</b>	
<b>Schedule</b>	February 2005 – June 2005
<b>Impact</b>	
<b>Scope</b>	Data exchanges between court clerk and all justice agencies associated with the case.
<b>Business Driver</b>	Efficiency/cost savings
<b>Executive Sponsor</b>	Norm Maleng, Elected Prosecutor
<b>Stakeholder</b>	Barbara Miner, Clerk of the Court
<b>Project Manager</b>	Trever Esko, Program Manager, OIRM

<b>Title</b>	King County Warrant Reconciliation Process
<b>Description</b>	Automate the analysis of warrant information for jail inmates by performing such warrant checks throughout the detention term of inmates.
<b>Cost Estimate</b>	\$650,000
<b>FTE</b>	
<b>Schedule</b>	May 2005 – November 2005
<b>Impact</b>	
<b>Scope</b>	Manual warrant management operations within DAJD.
<b>Business Driver</b>	Efficiency/cost savings
<b>Executive Sponsor</b>	Ron Sims, Elected County Executive
<b>Stakeholder</b>	Michael Gedeon, Director of Jail Administration
<b>Project Manager</b>	Trever Esko, Program Manager, OIRM

<b>Title</b>	King County Jail Program Analysis
<b>Description</b>	Integrate data access methods to improve the ability to classify inmates and qualify them for alternative detention programs.
<b>Cost Estimate</b>	\$850,000
<b>FTE</b>	
<b>Schedule</b>	July 2005 – January 2006
<b>Impact</b>	
<b>Scope</b>	Communications correction and jail classification operations within DAJD.
<b>Business Driver</b>	Improved operations
<b>Executive Sponsor</b>	Ron Sims, Elected County Executive
<b>Stakeholder</b>	Michael Gedeon, Director of Jail Administration
<b>Project Manager</b>	Trever Esko, Program Manager, OIRM

<b>Title</b>	King County Public Justice Access Portal
<b>Description</b>	Expand the previous information access services to incorporate system-wide integrated access to information, including jail booking information, criminal histories, court case information, and electronic court documents.
<b>Cost Estimate</b>	\$650,000
<b>FTE</b>	
<b>Schedule</b>	August 2005 – January 2006
<b>Impact</b>	

<b>Scope</b>	Public and LSJ agency access to inter-agency data.
<b>Business Driver</b>	Improved public services
<b>Executive Sponsor</b>	Norm Maleng, Elected Prosecutor Ron Sims, Elected County Executive
<b>Stakeholder</b>	David Ryan, Director of Technology Services, PAO
<b>Project Manager</b>	Trever Esko, Program Manager, OIRM

<b>Title</b>	King County Regional Automated Information Network
<b>Description</b>	
<b>Cost Estimate</b>	
<b>FTE</b>	
<b>Schedule</b>	
<b>Impact</b>	
<b>Scope</b>	
<b>Business Driver</b>	
<b>Executive Sponsor</b>	King County Sheriff and Police Chief Association
<b>Project Manager</b>	

<b>Title</b>	Seattle Criminal Justice Information System
<b>Description</b>	
<b>Cost Estimate</b>	
<b>FTE</b>	
<b>Schedule</b>	
<b>Impact</b>	
<b>Scope</b>	
<b>Business Driver</b>	
<b>Executive Sponsor</b>	City of Seattle
<b>Project Manager</b>	City of Seattle

<b>Title</b>	Jail Booking and Reporting System
<b>Description</b>	
<b>Cost Estimate</b>	
<b>FTE</b>	
<b>Schedule</b>	



<b>Impact</b>	
<b>Scope</b>	
<b>Business Driver</b>	
<b>Executive Sponsor</b>	WASPC
<b>Project Manager</b>	Jim LaMunyon

<b>Title</b>	Applicant background check processing study
<b>Description</b>	Per ESB 2556, study and make proposals about means to improve the turnaround of fingerprint based applicant background checks
<b>Cost Estimate</b>	
<b>FTE</b>	
<b>Schedule</b>	FY 2006
<b>Impact</b>	
<b>Scope</b>	
<b>Business Driver</b>	
<b>Executive Sponsor</b>	WASPC, WSP
<b>Project Manager</b>	WSP

<b>Title</b>	Whatcom County Exchange Network
<b>Description</b>	
<b>Cost Estimate</b>	
<b>FTE</b>	
<b>Schedule</b>	
<b>Impact</b>	
<b>Scope</b>	
<b>Business Driver</b>	
<b>Executive Sponsor</b>	Whatcom county
<b>Project Manager</b>	Josh Nylander
<b>Title</b>	Electronic Citations
<b>Description</b>	Electronically capture ticket data at point of entry (law enforcement) and electronically transfer data to courts and DOL.

<b>Cost Estimate</b>	\$1,200,000
<b>FTE</b>	
<b>Schedule</b>	completion by July 2005
<b>Impact</b>	Reduction in data entry effort for courts and DOL. More accurate data entry. Equipment required by law enforcement.
<b>Scope</b>	Replace paper tickets issued by law enforcement.
<b>Business Driver</b>	Enter data one time at point of entry and eliminate quadruplicate entry of ticket data.
<b>Executive Sponsor</b>	Tom Clarke, AOC / Sue Fleener, WSP
<b>Project Manager</b>	Randy McKown, AOC / Dan Belles, WSP

<b>Title</b>	Uniform Rapsheet and additional XML capability in WACIC/WASIS and ACCESS
<b>Description</b>	
<b>Cost Estimate</b>	\$200,010
<b>FTE</b>	
<b>Schedule</b>	
<b>Impact</b>	
<b>Scope</b>	
<b>Business Driver</b>	
<b>Executive Sponsor</b>	WSP Criminal Records
<b>Project Manager</b>	

<b>Title</b>	Palm print capability for AFIS
<b>Description</b>	Provide a palm print repository to support crime scene investigation
<b>Cost Estimate</b>	\$450,001
<b>FTE</b>	
<b>Schedule</b>	2007-2009
<b>Impact</b>	
<b>Scope</b>	

<b>Business Driver</b>	
<b>Executive Sponsor</b>	WSP Crime Laboratory
<b>Project Manager</b>	

<b>Title</b>	National Crime Prevention and Privacy Compact and national Fingerprint File
<b>Description</b>	
<b>Cost Estimate</b>	
<b>FTE</b>	
<b>Schedule</b>	
<b>Impact</b>	
<b>Scope</b>	
<b>Business Driver</b>	
<b>Executive Sponsor</b>	
<b>Project Manager</b>	

<b>Title</b>	Install additional live-scan systems at jails, booking facilities, and juvenile detention centers
<b>Description</b>	
<b>Cost Estimate</b>	\$250,000
<b>FTE</b>	0
<b>Schedule</b>	
<b>Impact</b>	
<b>Scope</b>	
<b>Business Driver</b>	
<b>Executive Sponsor</b>	
<b>Project Manager</b>	Beverly Hempleman

<b>Title</b>	NCIC 2000 implementation and compliance
<b>Description</b>	
<b>Cost Estimate</b>	2,468,000 [includes FTE costs for six years, approximately \$700,000]
<b>FTE</b>	2

<b>Schedule</b>	January 2005 – February 2006
<b>Impact</b>	
<b>Scope</b>	
<b>Business Driver</b>	
<b>Executive Sponsor</b>	
<b>Project Manager</b>	

<b>Title</b>	Electronic Disposition Transfer
<b>Description</b>	Receive and process disposition reports from AOC and other sources such as Seattle Municipal Courts into criminal history
<b>Cost Estimate</b>	\$
<b>FTE</b>	1
<b>Schedule</b>	Current to July 2004; August 2004 – September 2005
<b>Impact</b>	
<b>Scope</b>	
<b>Business Driver</b>	
<b>Executive Sponsor</b>	
<b>Project Manager</b>	

<b>Title</b>	Yakima County Law and Justice Application
<b>Description</b>	
<b>Cost Estimate</b>	
<b>FTE</b>	
<b>Schedule</b>	
<b>Impact</b>	
<b>Scope</b>	
<b>Business Driver</b>	
<b>Executive Sponsor</b>	George Helton
<b>Project Manager</b>	

<b>Title</b>	WAPA Prosecution Case Management
<b>Description</b>	
<b>Cost Estimate</b>	
<b>FTE</b>	
<b>Schedule</b>	
<b>Impact</b>	
<b>Scope</b>	
<b>Business Driver</b>	
<b>Executive Sponsor</b>	Steve Clem
<b>Project Manager</b>	

<b>Title</b>	Automate fingerprint based background check
<b>Description</b>	Receive, process, and respond to fingerprint based background checks including payment by submitting entity
<b>Cost Estimate</b>	
<b>FTE</b>	
<b>Schedule</b>	
<b>Impact</b>	
<b>Scope</b>	Affects WASIS, needs accounting interface program, affects accounting program at WSP, and possible other
<b>Business Driver</b>	
<b>Executive Sponsor</b>	Acting Deputy Chief Paul Beckley
<b>Project Manager</b>	

<b>Title</b>	Improve sex offender registry submission through live-scan with photos
<b>Description</b>	
<b>Cost Estimate</b>	
<b>FTE</b>	
<b>Schedule</b>	
<b>Impact</b>	
<b>Scope</b>	Affects AFIS/WASIS interface
<b>Business Driver</b>	
<b>Executive Sponsor</b>	Acting Deputy Chief Paul Beckley

<b>Project Manager</b>	
------------------------	--

<b>Title</b>	JRA AOC data collection
<b>Description</b>	Sell data to the JRA
<b>Cost Estimate</b>	
<b>FTE</b>	
<b>Schedule</b>	
<b>Impact</b>	
<b>Scope</b>	
<b>Business Driver</b>	
<b>Executive Sponsor</b>	JRA
<b>Project Manager</b>	AOC

<b>Title</b>	Sex/Kidnap Offender Registry website
<b>Description</b>	Publish information about sex/kidnap offenders per state law for counties
<b>Cost Estimate</b>	0
<b>FTE</b>	0
<b>Schedule</b>	
<b>Impact</b>	
<b>Scope</b>	
<b>Business Driver</b>	
<b>Executive Sponsor</b>	WASPC
<b>Project Manager</b>	

<b>Title</b>	Enable connection of DOC live-scan systems to WSP
<b>Description</b>	Connect the DOC scan systems that print fingerprint cards to the AFIS system for faster turnaround for identity of inmate
<b>Cost Estimate</b>	?
<b>FTE</b>	0
<b>Schedule</b>	Future
<b>Impact</b>	None
<b>Scope</b>	May require new live-scan systems May require OMNI interface
<b>Business Driver</b>	

<b>Executive Sponsor</b>	
<b>Project Manager</b>	DOC